

MH Re-Version Assessments:

1. Anchor client.
 - a. Search for client
 - b. From the Search results, select particular client by clicking on the corresponding ID number
 - c. Client is now anchored—to confirm, see name in header
2. Click on **Assessments**
 - a. Click **ID** in order to sort assessments with most recent at top of screen
3. Click on the ID# that corresponds to the most recent Assessment. (This will be the Assessment that does not have an end date).
4. Once the Assessment opens, click on **CREATE NEW VERSION** button.
 - a. At the next screen you will be prompted for the Start Date of the new Assessment. **You only need to enter the Start Date and press OK.** After pressing Ok the system assigns an end date to the old version and will refresh the screen with a new version of the assessment.

Enter the information about the new Assessment and press OK.

Organization: BDS / REGION 3 PRESQUE ISLE

Start Date:

End Date:

Related Calendar Item: None

OK Cancel

5. The system will generate a new Assessment General page. The “Performed by” should contain your name—please verify then click **SAVE**:
6. Goto **SHOW** menu and choose **QUESTIONNAIRE**

Close Save Copy Score Create New Version Link to Process Show: General

Type: MR Services and Support Assessment (Version 4) Previous Assessment:

Start Date: 05/14/2004 End Date:

Performed By: Date of first Assessment: 01/06/2004

Client Refuses to take Assessment: ☐ Date of first Assessment at this Organization: 01/06/2004

Baseline: ☐ Locked: ☐

Description:

7. Complete Assessment and **SAVE**